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RIO+20
United Nations Conference
on Sustainable Development

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20-22 June 2012

Item 6 of the provisional agenda*
Organization of work, including the establishment of subsidiary bodies, and other organizational matters

Organizational and procedural matters

Note by the Secretariat

1. The proposals set out in the present note have been prepared on the basis of General Assembly resolution 66/197, entitled "Implementation of Agenda 21, the Programme for the Further Implementation of Agenda 21 and the outcomes of the World Summit on Sustainable Development".

I. Election of officers

2. The United Nations Conference on Sustainable Development shall elect a President and other officers in accordance with its rules of procedure.

II. Adoption of the rules of procedure

3. In accordance with the proposed organization of work (see General Assembly resolution 66/197, annex II), the Conference shall adopt its rules of procedure at the formal opening plenary meeting to be held during the morning of Wednesday, 20 June.

III. Adoption of the agenda

4. The Conference will have before it for adoption the provisional agenda (A/CONF.216/1), as adopted by the General Assembly in its resolution 66/197.

* A/CONF.216/1.

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IV. Organization of work

A. Dates and venue

5. The Conference will be held at the Riocentro Exhibition and Convention Centre in Rio de Janeiro, Brazil, from 20 to 22 June 2012.

B. Allocation of items

6. In accordance with the proposed organization of work (see General Assembly resolution 66/197, annex II), it is proposed that the Conference organize its work around six high-level plenary meetings and four high-level round tables. It is proposed that items 1 to 9 and 11 and 12 of the provisional agenda be considered in plenary meetings, and that item 10 (Outcome of the Conference) be allocated to the Main Committee, if established in accordance with the rules of procedure of the Conference.

C. Plenary meetings

7. It is proposed that the Conference consist of six plenary meetings, as follows:

Wednesday, 20 June 2012: from 10 a.m. to 1 p.m. and from 3 to 6 p.m.

Thursday, 21 June 2012: from 10 a.m. to 1 p.m. and from 3 to 6 p.m.

Friday, 22 June 2012: from 10 a.m. to 1 p.m. and from 3 to 6 p.m.

Evening sessions may be held, if required. All plenary meetings will be held at Riocentro.

8. The list of speakers for the plenary meetings will be established by the drawing of lots, in accordance with the customary protocol that ensures that Heads of States or Government speak first, followed by other heads of delegation. In accordance with General Assembly resolution 66/197, the Holy See, in its capacity as observer State, Palestine, in its capacity as observer, and the European Union, in its capacity as observer, will be included in the list of speakers. It is proposed that a time limit of five minutes be established for each oral statement. The list of speakers will be announced in the daily Journal of the Conference.

9. The formal opening plenary meeting, to be held during the morning of Wednesday, 20 June, will consider all procedural ar ' organizational matters, including the adoption of the rules of procedure and of the agenda, the election of the President of the Conference, the election of officers, the establishment of a Main Committee, the appointment of the members of the Credentials Committee and arrangements for the preparation of the report of the Conference, and other matters. The plenary meeting will also hear statements from the President of the Economic and Social Council and the nine major groups.

10. At the ceremonial opening of the Conference, which will be held on Wednesday, 20 June during the afternoon plenary meeting, statements will be made by the President of the Conference, the President of the General Assembly, the Secretary-General of the United Nations and the Secretary-General of the Conference.

11. The closing plenary meeting, to be held during the afternoon of Friday, 22 June, is proposed to conclude with the presentation of the summaries by the Rapporteurs of the high-level round tables and the adoption of the outcome document and the report of the Conference.

D. High-level round tables

12. It is proposed that the Conference will hold four high-level round tables in parallel with the plenary meetings, as follows:

Wednesday, 20 June 2012: from 4.30 to 7.30 p.m.

Thursday, 21 June 2012: from 10 a.m. to 1 p.m. and from 3 to 6 p.m.

Friday, 22 June 2012: from 10 a.m. to 1 p.m.

13. It is proposed that the round tables be held under the common theme "Looking at the way forward in implementing the expected outcomes of the Conference".

14. Each high-level round table will have two Co-Chairs and a Rapporteur, to be appointed by the President of the Conference from among the Heads of State or Government and ministers attending the Conference, in accordance with the principle of equitable geographical distribution and taking into account invitations for nominations to be extended to the Chairs of regional groups.

15. The outcomes of the round tables should be reflected in the summaries by the Rapporteurs, which should be submitted to the closing plenary meeting of the Conference and included in the final report of the Conference.

16. The four round tables will be interactive and multi-stakeholder in nature, with 70 seats each: up to 50 for Government delegations and at least 20 for other participants, including representatives of observers, entities of the United Nations system and other accredited intergovernmental organizations and major groups. Member States and other participants are encouraged to be represented at the round tables at the highest possible level. Participants will be invited by the Secretariat to sign up for participation in one of the round tables in advance of the Conference, bearing in mind the total number of participants outlined above.

17. Any given State, observer, entity of the United Nations system or other accredited intergovernmental organization or representative of a major group may participate in only one of the round tables. Each participant may be accompanied by one adviser.

18. The list of participants in each round table will be made available prior to the meeting.

19. The proceedings of the round tables will be telecast in an "overflow room", which will be open to the media and all other accredited participants.

E. Establishment of a Main Committee

20. A Main Committee, if established in accordance with the rules of procedure of the Conference, will meet, if necessary, in parallel with plenary meetings except during the opening and closing meetings. The Main Committee would be seized with finalizing any outstanding matters.

F. Timetable for the work of the Conference

21. A proposed timetable for the work of the Conference is contained in the annex to the present note. Updated information will be posted on the Conference website (www.uncsd2012.org/rio20/) and announced in the daily Journal of the Conference.

G. Organization of meetings

22. The resources available to the Conference allow for a maximum of three simultaneous meetings in the morning and three in the afternoon, with interpretation facilities, including committees, round tables, working groups and informal consultations. Interpretation facilities can be provided to regional or interest group meetings only when they are held in place of formal meetings or if those facilities are otherwise available.

V. Credentials of representatives to the Conference: appointment of the members of the Credentials Committee

23. A Credentials Committee shall be appointed according to the rules of procedure of the Conference.

VI. Participants

24. Participation of Member States, observers, institutional stakeholders and major groups will be in accordance with the rules of procedure of the Conference.

VII. Secretariat

25. The Secretary-General of the Conference serves as focal point within the Secretariat of the United Nations for providing support to the organization of the Conference, in cooperation with the host country authorities. In May 2010, the Secretary-General of the United Nations nominated the Under-Secretary-General for Economic and Social Affairs as the Secretary-General of the Conference.

VIII. Documentation/paper-smart

26. In accordance with the practice followed at previous United Nations conferences, the official documentation of the Conference will include documents issued before, during and after the Conference.

27. In accordance with the practice followed at previous United Nations conferences, it is recommended that the report of the Conference consist of the decisions of the Conference, a brief account of the proceedings and a reportorial account of the work of the Conference and the action taken at the plenary meetings.

28. Summaries of the plenary meetings and high-level round-table discussions should also be included in the report of the Conference.

29. The Conference will be serviced as a paper-smart meeting through the Integrated Sustainable PaperSmart Services portal (http://papersmart.un.org). The official documentation of the Conference will be issued digitally at the conference site in Arabic, Chinese, English, French, Russian and Spanish.

IX. Organization of parallel meetings and other events of the Conference

30. Parallel meetings and other events, including a partnership forum and learning centres, will be held during the same hours as the plenary meetings and the round tables, if they are held in the main building. The partnership forum and learning centres will constitute an official part of the Conference. Interpretation for such meetings will be provided on an as-available basis.

31. Special events, including briefings, seminars, workshops and panel discussions on issues related to sustainable development, will be organized by Member States, organizations of the United Nations system and accredited institutional and non-institutional stakeholders for the benefit of the participants in the Conference. Guidelines for organizing special events and the calendar of those events will be made available on the Conference website.

X. Media coverage

32. Press material will be prepared by the Department of Public Information of the Secretariat for journalists covering the Conference. In addition, regular press releases will be issued on the results of plenary meetings, round tables and other events. All relevant documentation will be made available electronically at the Conference website.

33. The plenary meetings and round tables, as well as press conferences, will be broadcast live in the media area. A programme of special media briefings and press conferences will be announced.

Annex

Proposed timetable for the work of the United Nations Conference on Sustainable Development, 20-22 June 2012

Date/time	*Agenda item/programme*	
Wednesday, 20 June		
Opening plenary meeting		
10 a.m.-1 p.m.	1	Opening of the Conference
	2	Election of the President
	3	Adoption of the rules of procedure
	4	Adoption of the agenda of the Conference
	5	Election of officers other than the President
	6	Organization of work, including the establishment of subsidiary bodies, and other organizational matters
	7	Credentials of representatives to the Conference
	7 (a)	Appointment of the members of the Credentials Committee
	7 (b)	Report of the Credentials Committee
	1	Opening statements
		Statements from the President of the Economic and Social Council and the nine major groups
	8	General debate
		Statements by Heads of State or Government, ministers and heads of delegation
Plenary meeting		
3-6 p.m.	1	Ceremonial opening of the Conference
		Statements by the President of the Conference, the President of the General Assembly, the Secretary-General of the United Nations and the Secretary-General of the Conference
	8	General debate
		Statements by Heads of State or Government, ministers and heads of delegation
Round table		
4.30-7.30 p.m.		Round table 1: Looking at the way forward in implementing the expected outcomes of the Conference

Date/time	*Agenda item/programme*	
Thursday, 21 June		
Plenary meeting		
10 a.m.-1 p.m.	8	General debate
		Statements by Heads of State or Government, ministers and heads of delegation
Round table		
10 a.m.-1 p.m.		Round table 2: Looking at the way forward in implementing the expected outcomes of the Conference
Plenary meeting		
3-6 p.m.	8	General debate
		Statements by Heads of State or Government, ministers and heads of delegation
Round table		
3-6 p.m.		Round table 3: Looking at the way forward in implementing the expected outcomes of the Conference
Friday, 22 June		
Plenary meeting		
10 a.m.-1 p.m.	8	General debate
		Statements by Heads of State or Government, ministers and heads of delegation
Round table		
10 a.m.-1 p.m.		Round table 4: Looking at the way forward in implementing the expected outcomes of the Conference
Closing plenary meeting		
3-6 p.m.	8	General debate
		Statements by Heads of State or Government, ministers and heads of delegation
	9	Reports of the round tables
	10	Adoption of the outcome document
	11	Adoption of the report of the Conference
	12	Closure of the Conference